



**UNITED STATES MARINE CORPS**  
COMMANDING GENERAL  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

5000  
6A  
7 Oct 98

POLICY LETTER 3-98

From: Commanding General  
To: Distribution List

Subj: COMMANDING GENERAL'S SPEEDCALL MESSAGE POLICY

Ref: (a) CCO 5000.9

1. Speedcall messages are an extension of the Fast Response on Short Transmission (FROST) Call System, not a source for public announcements. Misuse of Speedcall messages places a burden on our servers and undermines the system's purposes.

2. Messages forwarded to Speedcall for release should meet one of the following criteria:

a. Provide information that will potentially affect a large portion of the military and civilian population working or living aboard the Combat Center that cannot effectively be disseminated through other means.

b. Schedule or transmit an important event or change to a previously announced event on short notice, usually within 48 hours.

c. Transmit information required to cope with an emergency condition.

3. Occasionally, there will be messages that do not meet the above criteria but still warrant release via the Speedcall. In these instances, individuals given "By direction" authority by the reference may authorize release of messages pertaining to matters under their cognizance. By so doing, this individual assumes full responsibility for the message's content. This authority cannot be redelegated.

4. The Speedcall will not be used to disseminate messages pertaining to office closures for social functions, fundraisers, announcements for private organizations or messages which are directive in nature.

5. The Speedcall is the only permissible avenue for releasing "Center-wide" messages. Individuals are not authorized to disseminate messages using the "\*\*@\*MCAGCC 29 PALMS" address method.

6. We must better utilize other resources available for disseminating information; to include our local Center television channel, the Observation Post, electronic address book system, and the Combat Center Events Calendar on Lotus Notes and the Combat Center website.

//signed//  
J. D. LENARD  
Chief of Staff

DISTRIBUTION: A-1